

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

**Case Management/Electronic Case Files (CM/ECF)
Questionnaire for Attorneys**

Implementation Plans

Nationally, the federal courts are in the initial phase of implementing a new electronic docketing and filing system called Case Management/Electronic Case Files (CM/ECF). When fully implemented in the courts, this program will allow electronic filing and service of documents by judges, court staff, attorneys, etc., as well as electronic access to these documents through the Internet.

The District of Massachusetts received formal notification on February 15, 2002 that it would be part of the Wave 9 rollout for CM/ECF which began in May 2002. The readiness phase of the project takes about ten months and it is currently anticipated that the district court will be live with the CM/ECF in the Spring of 2003.

In order to assess the readiness of the bar for the transition into the electronic filing process, it would be helpful if you or someone from your office would answer the following questions. Please indicate if you are answering on behalf of your firm or individually.

Individually

For firm with _____ attorneys

Please complete the survey no later than **August 15, 2002**.

Part A: General Information

1.	Approximately how many cases do you (or your firm) file or have pending in the U.S. District Court yearly?	
2.	Do you have multiple office addresses?	Yes No
a.	If yes, how many?	
3.	Approximately how many clerical staff members/paralegals do you have working on federal court cases?	

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4. Who actually prepares new case documents and motions in your office? Generally describe the process:	
5. If this Court instituted electronic filing would you be interested in utilizing this capability?	Yes No
6. Have you had any experience with electronic filing and case management in any other court?	Yes No
a. If yes, please describe your experience and indicate whether you thought the technology helped or hindered the litigation.	
Part B: System Readiness	
7. Do you have a Systems Staff?	Yes No
a. Who is your Systems Contact Person?	
b. Phone Number and E-mail address?	
8. Do you have a personal computer running a standard platform such as Microsoft Windows or Macintosh? If yes, which one?	Yes No
Windows 95 Version _____	Windows 98 Version _____
Macintosh _____	Other (Specify) _____

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9. Is your processor a Pentium?	Yes	No
a. If not, what is it?		
10. Do you have Internet Access?	Yes	No
a. If yes, do all staff members have Internet Access?	Yes	No
i. If no, is it limited to certain staff?	Yes	No
b. Which "browser" software do you use? (Check one.)		
Netscape Navigator Version: _____	Internet Explorer Version: _____	Other (Specify) _____
c. Does your office have its own Web Site?	Yes	No
i. If yes, what is the URL "address?"		
11. Does your office have Adobe Acrobat Writer software which allows you to save a word processing or other file into a Portable Document Format (PDF)?	Yes	No
12. Can you receive and transmit documents electronically from your office computer? (Ex. E-mail, facsimile with hard copy print out, facsimile directly into your computer, Internet, etc.)	Yes	No
13. Do you currently have a document scanner?	Yes	No
14. What word processing application do you use? (Check one.)		
WordPerfect Version: _____	Word Version: _____	Other: Specify Name and Version: _____

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15.	Are you a current PACER user?	Yes	No
a.	If yes, how many registered PACER users are in your office?		
16.	Are you or other members of your firm/staff familiar with the District Court's Internet site at www.mad.uscourts.gov?	Yes	No
a.	If yes, do you find the information useful?	Yes	No
b.	Is the information accurate?	Yes	No
c.	Is there any other information that you would like to see included on our Internet website?		

Part C: Additional Comments

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Thank you for completing this survey.

Information about CM/ECF and user training will be forthcoming in early 2003.

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Part D: Contact Information

If you would be interested in obtaining updates on the CM/ECF project in the District of Massachusetts, please provide us with the name of a contact below.

Name:	
Firm:	
Address:	
Phone:	
Fax::	
E-mail:	

If you have questions about CM/ECF, please call Helen Costello (Project Manager) at (617) 748-4428 or Ginny Hurley, Operations Manager at 617-748-9166.

Please return the completed survey by August 15, 2002 to:

Deborah Keefe, Administrative Assistant

U.S. District Court

John Joseph Moakley U.S. Courthouse

1 Courthouse Way, Suite 2300

Boston, MA 02210

or

Fax No. 617-204-5814

or

E-mail: Debby_Keefe@mad.uscourts.gov